



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Nature Preserves Division.

Agency: Nature Preserves Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	91-54	GINSENG DEALER LICENSE The original license is maintained by the dealer with the required fee paid to the Fish and Wildlife Division of the Department of Natural Resources. If a dealer has submitted the required annual report and the Department of Natural Resources Law Enforcement Division does not have a record of any ginseng violations, then a license is issued.	DESTROY five (5) years after season of issuance.
2	91-55	ENVIRONMENTAL REVIEWS Copies of pertinent portions of reviews that concern the division, including staff comments. These are reviews of potential nature preserve areas. Copies of any response or other correspondence are also included.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, five (5) years after the date of the review.
3	91-56	WATER PERMIT APPLICATIONS Copies of water permit applications and corresponding maps. Some receive staff comments.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, five (5) years after the date of the review.
4	91-57	ARTICLES OF DEDICATION AND MASTER PLAN - NATURE PRESERVES Original record maintained in this division with copy located in the appropriate county recorder's office in the county the nature preserve is in. The articles are signed by the Chairman of the Natural Resources Commission, Governor, Attorney General, DNR Director, and property owner and recorded by the County Recorder. Articles are referenced virtually daily to resolve boundary problems and to verify total acreage or hunting questions.	TRANSFER to the Indiana Archives, twenty-five (25) years after Nature Preserve is dedicated.
5	91-58	PROPOSED NATURE PRESERVES One file is created for each proposed nature preserve in the county where the area is located. Files could contain field notes.	TRANSFER to NATURE PRESERVES FILES upon dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after site determined to meet Nature Preserves criteria.
6	91-59	COUNTY FILES - HERITAGE PROGRAM INFORMATION Arranged alphabetically by Indiana county. Contains notes of field work performed on any natural area, a report of the work and any photographs taken. Referenced daily. These are non-dedicated natural areas.	TRANSFER to NATURE PRESERVES FILES upon dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING, pursuant to archival principles, twenty-five (25) years after site determined to meet Nature Preserves criteria.
7	91-60	NATURE PRESERVE FILES Arranged alphabetically by name of nature preserve. All information on the nature preserve is located in the file including previous information developed, maps, a copy of the dedication papers, and collecting permits.	TRANSFER to the Indiana Archives, twenty-five (25) years after nature preserve is dedicated.
8	91-61	REFERENCE FILES Information clipped from newspapers and periodicals on managing nature preserves. Referenced daily.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after nature preserve is dedicated.
9	91-62	DOCUMENT STATUS - PROPERTIES/ACTIVITIES Computer printout report received from Department of Natural Resources, Accounting Division. Weekly, year-to-date and year end reports are issued listing itemized purchases and money remaining in each account. Audited through Accounting Division.	DESTROY after one (1) fiscal year.

10	91-63	POLICIES - DIVISION OF NATURE PRESERVES IC14-4-5-7, 1988 Edition, setting forth additional powers and duties of the Division of Nature Preserves; lists the various policies required to be developed. The division has general policies guiding its operation and specific ones for each dedicated nature preserve.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after effective date of the policy.
11	91-64	INDIANA NATURAL HERITAGE PROTECTION CAMPAIGN Among the purposes of this campaign is to provide for protection of the best available remaining examples of the natural systems that represent Indiana's natural heritage before those unique and outstanding public resources are lost. The individual site files include field notes, maps, financial records and acquisition information.	TRANSFER from PROPOSED NATURE PRESERVE files to NATURE PRESERVE FILES on dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after site is determined to meet Nature Preserves criteria.
12	91-65	INDIANA NATURAL HERITAGE PROGRAM This is primarily an inventory/methodology program. Could contain extensive correspondence, memos, maps and lists. Same information may be duplicated in County Files/Heritage Program Information. Manual records plus computer data base.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after creation of inventory.
13	91-66	REGISTRY OF NATURAL AREAS The Department of Natural Resources is mandated by IC 14-4-5-1 to establish and maintain this registry. The area may not necessarily be a formally dedicated nature preserve. The registry utilizes information developed for the county files and Heritage Program. Owners of private property are contacted and requested to protect the unique natural land areas but these requests are not legally binding. Files typically contain owner(s) information, boundaries, correspondence, photographs and any biological information. If a natural area is destroyed, it is removed from the list of property considered for a dedicated nature preserve.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after area is established.